

GENERAL OFFICE SAFETY, SECURITY, AND COMPUTER RESPONSIBILITIES FOR ALL EMPLOYEES

Purpose

This Meteorology and Air Quality Group (MAQ) document provides general background safety, security, attendance, and other policy information to all group employees.

Scope

This document describes the hazards associated with office work and describes the general security requirements for computers, phones, badges, and keys. It is not a comprehensive summary of all requirements that LANL employees must adhere to as a condition of employment at LANL.

In this procedure

This procedure addresses the following major topics:

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CONTROLLED DOCUMENT

This copy is uncontrolled if no red stamp is present on printed copies.
Users are responsible for ensuring they work to the latest approved revision.

General information about this document

Attachments This procedure has the following attachments:

Number	Attachment Title	No. of pages
1	Hazard Review for Office Work	2
2	LANL Attendance Policies	5

History of revision

This table lists the revision history and effective dates of this procedure.

Revision	Date	Description Of Changes
0	12/11/03	New document created from sections within “General Safety and Security Information for All Employees”.
1	2/24/04	Removed training prerequisites, revised requirements for UCNI use in group, and added attachment on attendance policies.
2	11/5/04	Added two rows (on ALWP and Extended work schedule) to attachment on attendance policies, and replaced HCP with HR.
3	11/14/05	Quick-change revision to remove names, add prohibition on extension cords for space heaters, and add chapter on driving requirements (removed from Division procedure.)

Who requires training to this procedure?

The following personnel require training to this document:

- All group members

Annual retraining is required.

Personnel previously trained to revision 2 do not require re-training to this revision.

Training method

The training method for this document is “**self-study**” (reading) and is documented in accordance with the procedure for training (MAQ-024).

Prerequisites

None.

Office safety

Emergency evacuation	<p>Become familiar with the emergency evacuation plan or procedure for your building. These maps are posted in all buildings.</p> <p>Sweep tags are posted in most group buildings. In the event of an emergency evacuation, someone should perform a sweep of the area to ensure everyone is out. Do this only if your safety is not in danger. Take the tag to indicate that someone is performing the sweep. Meet at the muster area for your building.</p>
Water on floor	<p>Watch for spills and slippery floors. If you see wet floors, please clean up the spill and warn others in the area. Falls are the most common office mishap.</p>
House-keeping	<p>Keep your work space neat and keep the floor clear. Papers are very slippery to walk on and pencils and pens are slip hazards.</p>
Filing cabinets	<p>Open only one drawer at a time and load the lower drawers first – a file cabinet that tips over on you can definitely ruin your day. Keep the drawers closed to avoid tripping and collision hazards.</p>
Ergonomics	<p>Take frequent breaks to stretch your eyes, arms, and back. Follow the guidelines at http://int.lanl.gov/safety/ergonomics/index.shtml to evaluate your desk or chair or computer setup. If you experience <u>any</u> long-term discomfort when sitting and/or working at your computer, immediately contact the group administrator and request an ergonomics evaluation – a review of the ergonomic design of your work space will be conducted by a qualified individual.</p>
Electrical	<p>Be aware of cords as tripping hazards. Look for loose or frayed cords and don't use any that are missing the grounding prong (if originally equipped). The group conducts an annual electrical safety walkthrough.</p>
Shredder	<p>Avoid leaning over the shredder and allowing your badge to hang over or near the insertion slot. Yes, people <u>have</u> shredded their badges this way. Make sure you have a break-apart connection on your neck strap AND that it is not disabled by the sliding adjustment piece. If the shredder jams, ask the office administrator or other office personnel to assist in clearing it. <i>Don't try to clear it yourself unless you've received previous instruction!</i> Unplug it before reaching anywhere inside!</p>

Office safety, continued

Copier	Use extreme care when cleaning jams from the machine. Many sharp edges and hot surfaces lurk inside. Dirt and loose toner can ruin your clothes; don't kneel with your legs under one of the pull-out components. If you need help, ask the office administrator or other personnel.
Microwave	If you see a misaligned door or other problem that could cause radiation leakage from the oven, notify the office administrator and request a check of the oven (HSR-5 will perform checks only upon request).
Lifting of heavy objects	The Lab has a video on proper lifting methods and back protection. Try to view this video if your work requires any lifting. This video may be required training for certain types of work – see the appropriate procedure or HCP. Use back braces and other equipment (dolly, cart) as necessary, and always ask for assistance before trying to lift awkward or large objects.
Paper cutter	Your mother told you about sharp edges on cutting tools and to keep your fingers away from the blade. We trust there is no need to repeat that warning here.
Space heaters	Space heaters can easily ignite paper and cloth that is too close. Check the heater frequently and never leave it running when you leave your space. Check for papers and clothing that could fall onto or near the heater. Ensure the safety tip-over switch is operational. Never use an extension cord.
Fire extinguishers	Look for the location of the fire extinguishers in your building. Laboratory policy says that no one is expected to fight a fire – leave the building immediately. Only use a fire extinguisher if you are trained and are not in danger. Your safety comes first.
Electrical panels	There are four electrical panels that serve the main group office building. Most switches and outlets are labeled to indicate which panel and circuit provides service. Know where the appropriate panel is located for your area.
MSDS	Material Safety Data Sheets for chemicals used in the group office, and for some used elsewhere, are located in a binder near the kitchen.
Recycling	The lab requires that most recyclable material be collected for recycling. See the note posted near the recycling bins the group office and visit the Lab's recycling page (click on the recycle logo on the home page).

Driving

Operating motor vehicles

Statistically, driving is the most dangerous activity performed at LANL. All employees who operate government **and/or private** vehicles for official Laboratory business must operate these competently, safely, and in compliance with federal, state, and local rules, regulations, and laws. See [LIR 402-1320-01](#) for details of other LANL vehicle requirements.

Employees who operate government-owned, private, or leased motor vehicles must meet the following qualifications:

- Be 18 years old or over and have a US valid motor vehicle driver's license in their possession.
 - Be free of physical or mental impairment that interferes with or limits safe control and operation of a motor vehicle in the performance of driving duties.
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Trip logs

It is a LANL requirement to complete trip logs for every use of the vehicle. The log sheet is usually kept in the vehicle and a separate sign-out sheet (for reserving the vehicle) is normally kept where the keys are kept.

Vehicle equipment

Ensure the vehicle you are using is properly equipped and in good condition (contact the vehicle coordinator if problems are found). Ensure it contains:

- First aid kit
 - Fire extinguisher
 - Water and possibly food, depending on length and distance of trip
 - Ice scraper/ brush during winter months
-

Seat belts

Ya gotta use them in any vehicle, even privately-owned and even as a passenger and even in the rear seats, when on official business. It's the law.

Motor vehicle accidents are the leading cause of on-the-job fatalities in the United States, accounting for 44% of all industrial fatalities. Seat belts are effective in preventing fatalities and injuries.

Parking rules

LANL has its own rules and enforcement actions for parking. Read [AM 617](#) for parking rules and associated penalties for parking violations.

Lock the vehicle when leaving it.

Avoid parking under or near dead trees that may fall on the vehicle.

Driving, continued

Parking on flammable materials

Be aware of vegetation where you park your vehicle. Exhaust systems can ignite vegetation at any time of year. Always try to park in an area clear of vegetation. If a fire is started in your vicinity, move to a safe location and report the location of the fire to EM&R at 667-6211. During “red-flag” conditions, you may not drive off established roads.

Stopping on side of road

When necessary to stop on the side of a road, try to pull off as far as possible, but balance this with the warning about parking over flammable materials (see above). Pick a place area where others coming from behind can see and avoid your vehicle. Turn on the warning flashers (but do not use them when driving).

Reporting accidents

All accidents that involve a government vehicle or private vehicle that is used for official business, regardless of the extent of damage or injury, must be reported to your supervisor. Immediately call 911 if there are any injuries or spills. Follow the steps on the checklist kept in the vehicle.

Driver distractions

Be aware of the ease with which you can be distracted by the radio, ventilation controls, other people, things outside the vehicle, and the ubiquitous cell phone. Keep your attention outside the vehicle at all times. Never initiate cell phone calls while driving unless absolutely necessary. If safe to do so, pull over and park to finish phone conversations. It is recommended that you tell any callers to wait until you can pull over to talk, or use the caller ID or voice mail features and return the call later.

Defensive driving classes

Those employees who are regularly required to operate government vehicles as part of their jobs should take defensive driving training classes offered through the ES&H training group (PS-13 Training Services). The project or team leaders are responsible for identifying employees who are required to take defensive driving training classes.

Vehicle troubles and flat tires

For all government vehicle problems, call KSL at 667-5771 for assistance. It is OK to change tires if you are comfortable doing so – follow the manufacturer’s instructions on the equipment. Never put a body part under a vehicle supported solely by the vehicle’s jack.

Refueling

When purchasing gas, use only the lowest grade of fuel.

Driving, continued

Jump-starting a vehicle

It is strongly recommended that employees do not jump-start vehicle batteries – call KSL at 667-5771 for assistance. There are some non-obvious hazards associated with jump-starting a battery. Batteries may explode and splash sulfuric acid when current is applied. However, in some situations it may be necessary and may be done under the following conditions only:

- a second person ensures that the instructions in the vehicle owner's manual for connecting and disconnecting are followed explicitly.
- safety glasses (better: goggles or face shield) are worn by the person making connections.
- both people stand away as far as practical from the batteries at all times.

Recommended: When making the connection, turn on a high-drain accessory, such as the ventilation fans or headlights, to reduce the effect of power surges that can damage electronic components in modern vehicles.

Vacation and overtime policy

Work hours See Attachment 2 for a summary of attendance policies. Work weeks may be 5/40, 9/80, or 4/10. Changes to work week hours require supervisor's and group leader approval (so that work is covered) and formal entry into the LANL system through the group office.

For hourly employees:

- 2 15-min rest periods per day, morning and afternoon (may be approved but not required)
- 30 minute lunch period (minimum) is required!
- occasional 4 hour absence that must be made up in the same week with supervisor's verbal approval

Overtime Overtime work is available only for non-exempt (hourly) employees. Prior approval **MUST** be obtained – use the form provided by the group office.

Workers are **NOT** eligible for overtime during any week in which vacation or sick leave is used.

Vacation notification Notify your direct supervisor of your plans for vacation use in an e-mail message. Send the e-mail at least as many days in advance as the length of the requested time off, though a minimum of one week advance notice is suggested. The supervisor must respond directly to you either approving or disapproving the request.

- Exempt (salaried): vacation in 4 and 8 hour time periods
- Non-Exempt (hourly): vacation in 15 minute time periods

Holidays

- 8 hours per holiday
- If 4/10, employees must make up the other hour(s)

Absences For exempt (salaried) employees:

- Absences of less than 2 hours may be charged to DA if work hours for the week are <40. Example: dentist appointment (recommend that you make up time rather than use DA)
- DA is not to supplement holiday hours, unless you are absent for the entire week of the holiday

Vacation and overtime policy, continued

Report pay

Report pay (RP) is used when Lab delays the start of work day or dismisses early -- usually weather related. RP is for the actual hours of the delay/early dismissal and MUST be approved by DOE. If you come to work for a full day, or you were on sick leave or vacation, do not use RP - report your actual time.

Other information

See Attachment 2 for a summary of attendance policies. For blood donation, jury duty, voting time, emergency activities, or community service, see [AM 321](#), [322](#), and [324](#). For the Family and Medical Leave Act, see [AM 327](#). For the whole AM manual, see this link: <http://policies.lanl.gov/pods/policies.nsf/ByCollectionWork/Life?OpenView&count=5000>.

Work-related injuries and illnesses

Work-related injuries Any work-related injury requires a visit to HSR-2 (Occupational Medicine Group). If the injury is serious, go to the hospital or your physician first, as necessary, but be sure to follow up with a visit to HSR-2 on your next working day.

Return to work evaluations If you have been away from work for medical reasons for more than one week (40 work hours continuous, *including holidays*), you must go to HSR-2 (Occupational Medicine Group) for a return-to-work evaluation. HSR-2 will determine if any work restrictions are necessary.

Badges

Badges

Only one DOE standard badge may be held by any person (i.e., no person may simultaneously hold a standard badge from two or more DOE facilities, sites, agencies, etc.).

Your responsibilities

- Always bring your badge to work – If you leave your badge at home, you may get a temporary badge from the Badge Office. However, you are limited to two (2) temporary badges per year. Additional badges would require additional conditions – each more severe.
 - Badge must be worn at all times while on Laboratory property with photo side outwards, above the waist, on the front side of the body.
 - Safety concerns should always be considered in how the above conditions are met. For additional detail on the display of security badges, consult DOE/LAAO's policy guidance.
 - Present clearance badge per protective force requirements upon entering and leaving a security area through a non-automated (staffed) security post.
 - Do not leave badge unattended and in view, when on Laboratory property (including private offices) - lock it up.
 - Remove badge when leaving Laboratory property.
 - Do not use badge for identification for unofficial purposes, e.g., cashing checks.
 - Maintain badge in good condition.
 - Badge Office will re-laminate badge if lamination is peeling.
 - Replace badge if it becomes worn, faded, damaged (the Laboratory's Protective Force is trained to reject badges in poor condition).
 - The Protective Force will "punch" badges deemed unacceptable for access into security areas.
 - Protect badge from loss, theft, misuse, and damage.
 - Submit a Lost Badge Notification form to the Badge Office if badge is lost or stolen (blank forms available in the Badge Office) Report loss/theft within 24 hours.
-

Get a new badge if...

- Your name changes
- There is a significant change in facial appearance
- You change employers (Subcontractor to LANL or vice versa, change of subcontractor)
- Badge has an expiration date: obtain a new badge on or before that date

Keys

Keys

All individuals who accept issued keys are responsible to read, understand, and abide by Laboratory and Division procedures. Key holders are responsible to the key custodian for controlling and accounting for keys issued to them. Employees are responsible for the stewardship of U.S. government property, which includes keys. (Refer: [AM 701](#))

Your responsibilities

- Safeguard the keys that are issued to you.
--Keys are Laboratory property
- Do not loan, trade, or transfer keys to anyone, (employee or non-employee). Individuals may not sign for keys that will be issued to other persons.
- If you lose your key: report the loss to the office administrator immediately.
- If you change Divisions or terminate your employment with the Laboratory it is your responsibility to return your key to the Key Custodian. (The office administrator can direct you to this person.) **No one else can take on the responsibility of returning a key for you.** Do not return keys to group secretaries or other division personnel. The financial burden of any rekey/re-core replacement activities will be borne by the organization whose employee has lost the key(s). When keys are lost all doors must be re-cored and all keys to that location must be replaced.

A person who intentionally violates these policies and procedures may be subject to adverse personnel actions and/or a security infraction.

Back door to group office

The back door to the group office building must be locked at all times. Ensure it closes properly if you exit through this door.

Computer use

Official use of computers

Laboratory computers, networks, and information systems are government equipment. Common sense and good judgement should be the guide for users when they consider whether a use of these government resources is related to official business. Users should remember that when they use a Laboratory computer or network resource, they are acting in their employment capacity. Any activity outside that employment capacity or which could bring embarrassment to the Laboratory must be avoided.

Because these are government resources, the Laboratory or the federal government may, without notice, audit or access any user's computer or data communications.

OFFICIAL USE: Official use for the purposes of this policy means any use justifiable as being related to the conduct of Laboratory business.

Internet use

Use the Internet for official purposes. In general, "official purposes" means those purposes required to carry out authorized programs, including program work carried out under contracts made pursuant to authority vested in the Laboratory. "Official purposes" is largely a matter of administrative discretion and determination based on the particular situation and on the Laboratory's interest in the proposed use of the resources.

The Laboratory maintains internet activity logs. They know what you are doing and the sites you are visiting.

E-mail use

E-mail sent from the Laboratory network always bears the address "lanl.gov". As such, regardless of disclaimers, when you use Laboratory email you are representing the Laboratory, the Department of Energy, and the University of California and must act accordingly. Strive for professionalism. Remember that your readers cannot see your face when reading your information, so avoid cuteness and sarcasm that might be misinterpreted. And avoid heated comments and political disputes while utilizing Laboratory resources.

Computer use, continued

Junk mail

If you receive a message for something benign (albeit annoying), such as a solicitation for a clothing catalog, just trash the message.

If the message clearly is illegal -- such as that for pornography -- contact the group OCSR. Any type of threat, racist or sexually offensive messages should also be reported. If you receive an electronic mail message and are unsure whether it is reportable, first contact your organizational computer security representative for advice. If there is a "bad or improper message" please forward the message to the OCSR and indicate the problem in the subject line. Please do not forward it to anyone else.

Unacceptable use of computers

If you do any of these things, your job is at risk:

- Use of government equipment for personal gain
 - Use for political purposes (e.g. lobbying)
 - Illegal activities (e.g., fraud, embezzlement, theft, pornography)
 - Unauthorized entry to other computers or networks or distributing viruses
 - Misusing or forging e-mail, or tampering with the Laboratory email system
 - Activities likely to result in embarrassment to the Laboratory or DOE, (e.g., reading or distributing pornography, making libelous statements)
 - Any activities explicitly prohibited by LANL policy (e.g. sexual harassment, gambling)
 - Use that interferes with job performance for an unauthorized purpose (e.g. using a Laboratory laptop to calculate sports statistics or balancing a personal checkbook)
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Consequence of computer misuse

Former Director John Browne released a "Three-Strikes-and-You're-Out" directive for dealing with computer abuse. The minimum punishment for the first offense of deliberate misuse is a written reprimand and a one-week suspension without pay. For the second offense, an employee will receive as minimum punishment a one-month suspension without pay. A third offense will result in termination from Lab employment.

Employees who end up at an improper web site by accident should contact their OCSR and document the incident via e-mail to explain the accidental hit. This will help the employee if the watcher program singles them out.

Computer use, continued

**Government
computer use
at home or
on travel**

Only lab employees may use government-owned computers, even at your home or when on travel. Similar rules for computer usage apply whether the machine is at your home or on-site.

Don't install software that is not licensed by the Lab or approved for installation by the group OCSR.

Ensure you have a property removal form for any equipment you take off-site, even on travel.

**Lightning
storms**

To avoid damage from power surges, turn off office computers when a lightning storm is in the area.

Computer configuration

Passwords Passwords must be at least 8 characters and include three out of four of the following: upper case letters, lower case letters, numerals, and/or other non-alphabetic characters. **Never allow anyone to use your password.**

Screen saver program You need to protect your computer from unauthorized access. Only the individual currently logged in to a computer may use it unless the user is present. Screen savers **MUST** be active and password-protected with a maximum delay before activation of 15 minutes – set to less time depending on the nature of your work location and situation.

Virus programs You must have a virus protection package installed on your computer (both Classified and Unclassified). If not automated, virus logs must be checked weekly to be certain the virus scans are running and live updates must be manually run each week to update the virus libraries and keep your virus protection current.

Check with the group OCSR before you forward any virus-related messages to the group!

Compromised computer systems If it appears that some unauthorized person has tried to gain access to your computer system, notify the OCSR at once.

Software installation MAQ has established certain computer hardware and software standards. Hardware and software products that are not included in our standard setup need to be investigated, purchased, and installed by the systems administrator. Contact the group's OCSR to make these purchases. ESD software downloads to your system are also subject to internal scrutiny and should be purchased through the group's system administrators.

Network servers and printers Network Servers and Printers are the sole responsibility of the System Administrators. Users should not take it upon themselves to maintain, alter, or in any way try to "fix" these administrative systems. Other than adding paper to the trays, please do not attempt to perform any maintenance.

Computer configuration, continued

Personal information

Supervisors (project leaders, team leaders, group leader) may have protected personnel information (salaries, performance reviews) on their computers. This information must be kept in a protected directory. Ask the computer support personnel how to set this protection.

Cryptocards

Cryptocards All cryptocard (sometimes called Smartcard) identification numbers (referred to as PINs) must be protected. By signing for a Cryptocard, you signify your agreement not to misuse the ICN and to accept all activity associated with your user number and smartcard. You also agree not to misuse copyrighted or proprietary software. *The facilities Security and Safeguards Division and Computing, Information and Communications Division can and will audit your files to ensure that you abide by these rules*

**Proper
handling of
your
cryptocard**

- Do not get it wet.
 - Do not expose it to temperatures below -5°F , and above 120°F or above 90°F for sustained periods.
 - Do not expose it to magnets, microwaves, x-rays, or electrostatic shock.
 - Do not bend or drop it on hard surfaces; do not carry it in your pants pocket.
-

**Your
responsibil-
ities for your
cryptocard**

- Your PIN is considered sensitive information (Official Use Only) and must be handled accordingly.
- DO NOT give your password, Cryptocard, or PIN to anyone or allow anyone to use them to gain access to the Laboratory's computers. Your user number and password or PIN establishes your personal identification and your right to use the ICN.
- DO NOT leave your password or PIN where others may view it. Do not tape your password or PIN to your terminal or CryptoCard. Prevent others from viewing your PIN when it is displayed on the LCD.
- Memorize your password or PIN. You may write down your password or PIN while memorizing it only if you put it where others cannot access it, such as in a locked desk drawer or file cabinet that only you can access.
- NEVER store your passwords or PINs online or on any computer terminal.
- There is no such thing as a shared password, CryptoCard, or PIN.
- If your PIN has been compromised, contact the ICN Password Office (505-665-1805) as soon as possible.
- If your CryptoCard is lost or stolen or ceases to display numbers on the LED, call the ICN password office as soon as possible.

Laboratory Property

**Protect all
lab property**

Laboratory employees are responsible for GOVERNMENT RESOURCES: proper use, control, and physical protection of all government property and services, whether or not assigned to them. (Refer: [AM 701](#))

**Your
responsibil-
ities for
property**

Each employee must acknowledge acceptance of accountability by signing an Accountability Statement attached to a listing of the property assigned to him or her. Employees must exercise the same degree of care that a reasonably prudent person would use to protect his or her private property from loss or damage, including misuse and misappropriation. **Employees must be able to locate all property assigned to them upon request.**

Using UCNI information

UCNI information

Unclassified Controlled Nuclear Information (UCNI) may be used within the group, but certain rules must be followed. See the General Security LIR Attachment 10, "Unclassified Controlled Nuclear Information (UCNI)" at <http://dominoapp2.lanl.gov/labreq/labreq.nsf/MainFrameset?ReadForm&DocNum=LIR406-00-01ATT10&FileName=lir4060001att10.pdf> for details on how to handle UCNI materials, and the summary below. Only persons with a need to know may possess and view UCNI.

NOTE: No areas occupied by MAQ personnel are cleared for classified information. Be aware and don't get a security infraction.

Your responsibilities when using UCNI

If you are using UCNI:

- Try to be in a room with a door; if not possible, make sure you block easy viewing of the screen as best you can. Use a computer screen saver with a short activation interval.
- Mark unclassified fixed and removable computer media that contain UCNI with the legend "UCNI." (e.g., with an Avery Label).
- Computer must be marked UCNI on a visible label.
- Place a sign on the door or the cubicle entrance when working with UCNI.
- Lock up all notes and paperwork when not in use.
- Encrypted e-mail is required for sending UCNI if the sender or recipient is outside the yellow network. You do not need to encrypt email if it is both sent and received from the yellow network behind the firewall (most lanl.gov e-mails are behind the firewall). Make sure you know who is receiving the message. Do not use instant messaging because this leaves LANL.
- Any media that had UCNI written to it must be destroyed as though it were classified, including CDs and floppy disks. For CDs, notify burn-it@lanl.gov for instructions on disposal. For floppies, pop the floppy disk case open and run the mylar disk through a shredder.
- A STU (secure transmission unit; MAQ does not have one) phone must be used when making phone calls outside LANL to discuss UCNI; regular phones may be used when communicating within LANL (though this will not be allowed when new DOE Order is accepted by LANL). Take precautions to prevent others from overhearing the discussion.
- Any printer or copier must be attended until the job is complete while UCNI is printed. If the event of a jam, be sure to clear the printer or copier after the job is finished.

Inappropriate work conduct

Inappropri- ate conduct

Inappropriate conduct at work could include such things as fraud, waste and abuse; insubordination; sexual harassment; environmental, safety and health violations; substance abuse; violence in the workplace; and security violations.

Insubordination could include chronically reporting late to work or failing to abide by a supervisor's orders.

If a safety violation occurs that is of such a serious nature, an employee can be fired, even if it is the employee's first safety violation. An action that places the employee or a co-worker in immediate danger or immediately places the environment in significant danger is an example of a serious safety violation.

An employee also can be terminated if their actions subject or potentially subject the Laboratory to significant civil or criminal penalties.

[Click here to record "self-study" training to this procedure.](#)

HAZARD REVIEW

Work tasks/Steps	Hazards, Concerns, and Potential accidents	Controls, Preventive Measures (e.g., safety equipment, administrative controls, etc.)	Hazard Level from IMP 300-00-00 Hazard Grading Matrix
Walk around in office	Slips, trips, falls occasional / moderate = low	Practice good general housekeeping, mats by sink and microwaves, ask people to immediately wipe up spills.	Low
Plug in electrical equipment	Electrical shock and fires improbable / critical = low	Regularly-scheduled electrical inspections of cords and electrical usage; all electrical outlets and switches are labeled to indicate which panel supplies them.	Low
File documents	Falling filing cabinets improbable / moderate = minimal	Most cabinets have single-drawer interlocks, post other cabinets with warning labels.	Low
Prepare hot drinks	Burns occasional / moderate = low	Employee awareness	Low
Lift and move supplies and office equipment	Lifting injuries occasional / moderate = low	Employee awareness of correct lifting techniques; recommend Lab video on correct lifting.	Low
Use paper cutter, copier, shredder	cuts, burns, paper dust from shredder. improbable / moderate = minimal	Employee awareness	Low
Use copier and paper shredder	Copier and paper shredder injuries occasional / moderate = low	Employee awareness, recommend breakaway badge holders.	Low

Work tasks/Steps	Hazards, Concerns, and Potential accidents	Controls, Preventive Measures (e.g., safety equipment, administrative controls, etc.)	Hazard Level from IMP 300-00-00 Hazard Grading Matrix
Use of computers and other repetitive motions	Ergonomic injuries occasional / moderate = low	Regularly-scheduled ergonomic evals by professional ergonomist. Employees should regularly change positions and get up every hour to stretch.	Low
Walk around in office	Collisions occasional / moderate = low	Employee awareness.	Low
Place or remove objects from on top of cabinets or cubicle bins	Falling objects improbable / moderate = minimal	Remove objects stored on top of cabinets and partitions.	Low
Use space heaters for extra heat	Space heaters improbable / critical = low	Employee awareness of fire hazard when combustible materials get close. Remind employees to ensure they are turned off when leaving the area. Never use an extension cord. Ensure the tip switch is operational.	Low
Use microwave oven to prepare food	Radiation leakage from microwave oven remote / negligible = minimal	Ovens used to be periodically inspected and tested by predecessor to HSR-5, but they no longer perform this service on ovens made after about 1980 because they are generally found to be OK and the regular inspections are not considered necessary.	Low

LANL ATTENDANCE POLICIES

Attendance	Approval/Notification from Supervisor	Approval from Group Leader	Approval from Division Leader	Comments
Leave work location	None	None	None	Use sign out boards. As appropriate, communicate with your colleagues.
Vacation	E-mail request before vacation in advance, then supervisor forwards their approval to employee and group office staff	GL Approval required only if group leader is direct supervisor	Not required	Approvals are filed in the group office with T&E records.
Sick Leave	Notify supervisor of absence from work. If you are unable to contact your supervisor, notify the group office.	Not required	Not required	Supervisor should then notify group office of individual's absence (and vice-versa). Exempt Employees – use sick leave in half or full day increments. Non-Exempt Employees – use sick leave in quarter hour increments.
Family and Medical Leave	Notify your supervisor	Required	Not required	Work with HSR-2 – Deanne Phillips or Sheila Brandt to determine eligibility and complete necessary paperwork.
Emergency Activities (Search and Rescue, fire-fighting)	Must have supervisor's approval prior to participating. Notify supervisor of participation on specific day.	Required	Not required	Need request from organization and documentation of participation from organization. (Document must be on file with Group office.) Written approval by group leader must be on file before accepting such assignments.

Attendance	Approval/Notification from Supervisor	Approval from Group Leader	Approval from Division Leader	Comments
Voting	Employees are excused from work for the time necessary to vote in national, state and local elections held on days when they are scheduled to work. Time off with pay cannot exceed 2 hours.			Listed as “VT” on timesheet. Exempt employees – report in hourly increments on timesheet. Non-Exempt employees – report in quarter hour increments. Ineligible employees – employees are not eligible for voting time off if normal workday begins more than 2 hours after the polls open, or if their normal workday ends more than 3 hours before the polls close.
Community Service	Time off with pay that may be granted at the discretion of the supervisor to a full or part-time employee. Employee must submit a “Request for Community Service Time” (Form 704). Employee must have supervisor, group leader, and director of human resources approval.	Required	Not required	Employee must be officially appointed to serve as a member of a board, commission, or committee of the State of New Mexico. May also be appointed to a governing body to perform services for the county, city, town, school district, etc. Appointment approved on an annual basis.
Blood Donation	Full-time employees are allowed up to 4 hours to donate for a Laboratory-approved blood drive. Part-time employees should schedule blood donation time outside normal work hours.	Not required	Not required	Exempt employees – report Blood Donation in hourly increments. Non-Exempt employees – report Blood Donation in quarter hour increments.

Attendance	Approval/Notification from Supervisor	Approval from Group Leader	Approval from Division Leader	Comments
Change in work schedule (5/40, 9/80, A/B, etc.)	Requests for schedule change must be submitted in advance to immediate supervisor for approval. The approved schedule change must then be submitted to the group office so it may be entered in the T&E System.	GL Approval required only if group leader is direct supervisor	Not required	
Change in work schedule on a specific day	Gain approval from supervisor (no documentation necessary).			
Overtime	An overtime request form must be completed with date of anticipated overtime and estimated number of overtime hours. Approvals necessary include immediate supervisor and group leader.	Required	Not required	Approvals must then be submitted to the group office to be included with Time and Effort records.
Leave w/o Pay	(AM 318) Short term LWOP (30 days or less) requires group leader approval. E-mail request in advance, then supervisor forwards approval to the Group Leader. GL replies to employee and Group Office staff. Long term LWOP (more than 30 days) may not exceed 6 months (same procedure as short term LWOP)	Required – up to 6 months of LWOP	Required for LWOP exceeding 6 months and extending to 12 months.	LWOP extending beyond 12 months must be approved by the director of Human Resources. Long term leave is for programmatic, medical or personal reasons.
Authorized leave without pay	(AM 320) Authorized Leave With Pay (ALWP). If an employee works significantly more hours than would be expected on a normal work schedule and who has done so at the direction of a supervisor, authorized leave with pay can be granted.	Required	Required	Up to 3 days per month may be authorized by Division Leader. Such leave is not to be used to compensate an employee for extra work on an hour-for hour basis (it's not comp time).

Attendance	Approval/Notification from Supervisor	Approval from Group Leader	Approval from Division Leader	Comments
Extended work schedule	(AM 323) "For exempt employees, emphasis is placed on meeting the responsibilities assigned to the position, rather than working a specified number of hours. Work beyond 40 hours in a workweek is not subject to additional compensation unless part of an extended work schedule for which approval has been obtained in advance."	Required	Required	Exempt employees can be paid for more than 40 hours of week, when an extended workweek schedule is approved. This requires that the employee work more than 40 hours a week (typically 50 hours) for a period of 90 consecutive days or more.
Jury Duty	Granted only after supervisor and group leader are notified.	Required	Not Required	Employee must present summons, subpoena, notice to appear, which is kept on file in the group office T&E records.
Discretionary Absence	For an exempt employee who was absent less than 2 hours per day and worked less than 40 hours for the week. Notify your supervisor in advance that you are unable to make up the time.	Not Required	Not Required	This may be used when an employee has a doctor appointment as an example. If an employee is working a 9/80 schedule and a holiday falls on a 9 hour day – the additional hour <u>should be made up</u> at some point during the remainder of the week. However, if the employee is out on vacation or sick leave for the entire week, DA may be used for the additional hour on the holiday.
Report Pay	Employees may be authorized to receive report pay – some of the possible occasions include snow days, no work available, or due to safety hazards at their work location.	Not Required	Required	Recorded as “RP” on timesheet. Employees who previously scheduled to be on paid leave (vacation or sick) on a day when report pay was given are not eligible for report pay. Also, employees on leave without pay are not eligible for report pay.

Attendance	Approval/Notification from Supervisor	Approval from Group Leader	Approval from Division Leader	Comments
Sick – Bereavement (personal obligation)	For an employee who was absent due to the death of a person outside the family.	Required	Not Required	Recorded as “SP” on timesheet. Employee may take up to 40 hours of sick leave in this case.
Sick - Bereavement	For an employee who was absent due to a death of a family member.	Required	Not Required	Recorded as “SB” on timesheet. Employee may take up to 40 hours of sick leave in the death of in immediate family member. Immediate family members include: spouse, children, parents or someone who has acted in the place of a parent, brother, sister, grandparents, grandchildren, etc.
Vacation Grant	Three vacation days given to those UC employees hired after December 1992 which are to be used during the annual Laboratory December closure.	Not required	Not required	